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8 November 1957

STATINTL

MEMORANDUM FOR :

SUBJECT : Report of Cable Secretariat Operations
1 - 31 October 1957

1. Cables Processed

a. The Cable Secretariat reproduced 12,585 IN cables, 5,175 OUT cables and 1,029 TD's for a total of 18,789 items for October 1957. This is 2,930 or 19% more cables than September 1957 and 589 or 3% less than October 1956. We processed an average of 682 cables daily Monday through Friday, 411 cables on Saturday and 105 cables on Sunday. In addition we processed 1,263 miscellaneous items consisting of corrections, added and amended distributions. Although this item is being reported for the first time, we have been keeping a record of it as it reflects the true workload of the Cable Secretariat. Adding the miscellaneous item to the above figure the grand total for number of items processed is 20,052. From now on I will be reporting the miscellaneous items, along with the number of IN cables, OUT cables and TD's.

b. 1,312 cables or 7% of all cables processed were furnished to the Director as compared to 1,180 or 7.5% for the month of September.

c. 1815 cables were furnished to the DD/I.

2. Personnel

a. Our personnel situation is good. We have only one vacancy in the Cable Secretariat section. The Office of Personnel has been notified and are hopeful that they will fill the vacancy soon.

b. Although we had an assigned strength of [] during the month of October, annual and sick leave hampered our operations. We lost an average of 12 persons per day due to sick and annual leave. A considerable portion of the annual leave was taken by individuals who needed to remain home to take care of their families. I am hopeful that the worst of the epidemic is over and that next month will prove to be better. STATINTL

c. During the week of 18-22 November 1957 I will be attending the CI Familiarization Course given here in Washington by the Office of Training. If I find the course to be useful to Cable Analysts; I plan to send them to future runnings of the course.

3. General

a. On 15 October 1957 [] reviewed one days incoming traffic for DD/I. They found three cables that were questionable as to whether they would have been of interest to the DD/I. None contained intelligence information as such. STATINTL

b. As you know, the Management Staff found that the Cable Secretariat policy of scheduling overtime represents the most economical approach to meeting the present week-end staffing requirement. The results of this study are particularly gratifying to me since it supports my recommendation to you and in which you concurred and forwarded to the Comptroller dated 8 December 1954. At the risk of being charged with "blowing our own horn", I believe that, based on an estimated saving of approximately \$8,100.00 per year, we have, from the date of the memorandum to the Comptroller to the present time, saved the Agency \$24,300.00. X

c. I have informed all the offices concerned of the value of resumes of referenced cables and of the total estimated savings.

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d. [] from the Management Staff reported to the Cable Secretariat and is making the study requested by Colonel White on 6 September 1957.

e. I am happy to report that the Cable Secretariat has participated 100% in the United Giver's Fund Drive and, as was the case of last year, have exceeded our goal.

[]
Cable Secretary

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